

STANDARD FORM NO.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 20 June, 1957

FROM :

25X1

SUBJECT: Proposed DD/S Exhibit [3]

1. Since my report of 9 May, the following steps have been taken towards preparing the exhibit:

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a. Security

has prepared a layout which meets with the approval of his office and our artists. As originally conceived, each function was to have been illustrated by a backlighted photographic transparency. Discussion suggested, however, that sketches would be more effective in getting across such items as liaison. Security has agreed to provide us with rough sketches which our artist, will work up into finished drawings.

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b. Medicine

has prepared a rough of the medical exhibit which is satisfactory to his departments and our artists. Parts of it, especially the Research section, will be illustrated with photographs. We have asked that the following be prepared:

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A rough sketch for each item, showing what is to be included in the photo

A roster of models

A list of any articles which will appear in close-ups

Assignment of time and place

When these are in hand, a photographer will be provided from to make the necessary shots in a single session.

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We have received photographs from the Army's Institute of Pathology, showing fifteen of their best exhibits, which we selected from over two hundred. These seemed most likely to be guides to our art staff in preparing exhibits which will be meaningful to the layman without outraging the medical man, and have been turned over to the Graphic shops.



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Proposed DD/S Exhibit [3]

c. Management

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[] has prepared an exhibit which falls into three parts - Suggestion Awards, which is currently on view in the Products Exhibit, Records Management, and a combined display for the remainder. Sketches for the complete layout are being completed in [] shop, and should be in my hands by 25 June.

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B. Logistics

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[] has somewhat revised his original rough. As now proposed, the exhibit will include a model of the new building. The model is in process of construction elsewhere. If not completed in time for our fall showing, its place will be taken by a large color transparency, which is available at the present time.

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c. Training

[] has delegated the task of coordinating the Training exhibit to [] has held three meetings during the past two weeks with representatives of the various Training units, and will have a layout for me by 25 June. It is expected that a number of photographs from the current exhibit will be transferable to the new one.

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2. [] and I have begun physical preparation of the frames on which the exhibits will be mounted. These will be manufactured in quantity in the coming weeks, and will then be available to the artists as each exhibit is prepared.

3. A memorandum has been submitted, asking that the present storage room at the right of the auditorium stage be converted into a vault. The present vault at the left of the stage is already filled to capacity by the products exhibit, and the new exhibit will consist of as much material or more. By installing storage racks and taking advantage of the high ceiling in the new vault, it should be possible to accomodate everything which we plan to construct at present.

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